



CITY OF HOUSTON

Job Posting

Applications accepted from:

All PERSONS INTERESTED

Job Classification

CONTRACT COMPLIANCE OFFICER

Posting Number

PN# 112580

Department

HOUSING and COMMUNITY DEVELOPMENT

Division

HOUSING PROGRAMS & INSPECTION SERVICES

Section

INSPECTION SERVICES

Reporting Location

601 SAWYER, 4TH FLOOR

Workdays & Hours

MONDAY-FRIDAY, 8:00 am-5:00 pm*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Conduct on-site interviews with city contractors, vendors and service suppliers to monitor compliance with contract regulations.
- Compile data and prepare periodic reports as requested.
- Audit certified payrolls to verify payment of prevailing wage rates.
- Enforce Davis Bacon Act/Labor Standard Provisions to ensure compliance.
- Conduct pre-bid/construction conferences to inform sub-recipients of federal regulations for construction projects.
- Perform other duties as requested.

WORKING CONDITIONS

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration, Liberal Arts or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

No experience is required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 15

\$901 - \$1,270 Biweekly \$23,426 – \$33,020 Annually

OPENING DATE

August 16, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer